

**James A. Garfield Local School District
Organizational/Regular Meeting-January 9, 2018**

Opening The James A. Garfield Board of Education met in the Elementary Professional Development Center at 7:15 p.m. for the organizational/regular meeting. Treasurer, Tracy Knauer, called the meeting to order at 7:20 p.m. and administered the oath of office to Patricia Brett and Guy Pietra.

Oath of Office for Board Members

I, Patricia Brett, swear that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and will perform faithfully the duties of my office as a member of the Board of Education of the James A. Garfield Local School District in Portage County, Ohio.



Patricia Brett



Tracy Knauer

I, Guy Pietra, swear that I will support the Constitution of the United States of America and the Constitution of the State of Ohio, and will perform faithfully the duties of my office as a member of the Board of Education of the James A. Garfield Local School District in Portage County, Ohio.



Guy Pietra



Tracy Knauer

Moved by P. Brett, seconded by D. White to nominate Guy Pietra as President Pro-Tempore for the January 2018 organizational meeting

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

Moved by P. Brett, seconded by D. Vincent to approve nomination of Guy Pietra as President Pro-Tempore for the January 2018 organizational meeting

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

President Pro-Tempore Guy Pietra dispensed with the Pledge of Allegiance and moment of silence

Upon roll call the following members were present: Patricia Brett, Guy Pietra, Gary Foy, David Vincent and Deral White

Also present were Superintendent and Treasurer

18-01 Moved by D. White, seconded by D. Vincent to accept and approve agenda for January 9, 2018

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

Board Business

18-02 Moved by D. Vincent, seconded by D. White to approve the administrative salary schedules for 2018/19; 0% increase from 2017/18; Exhibit A

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

Organizational Items

Election of officers for 2018:

Moved by D. Vincent, seconded by D. White to nominate Guy Pietra for President of the James A. Garfield Board of Education for calendar year 2018

Moved by G. Foy, seconded by D. Vincent to close nominations for President.

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Vincent declared the motion passed

Vote confirming Guy Pietra as President for 2018

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

Moved by G. Pietra, seconded by D. White to nominate David Vincent for Vice-President of the James A. Garfield Board of Education for calendar year 2018.

Moved by P. Brett seconded by D. White to close nominations for Vice-President.

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

Vote confirming David Vincent as Vice-President for 2018

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

18-03 Moved by D. Vincent, seconded by D. White to set regular monthly meetings: 2nd Thursday of each month at 7:00 p.m. in the Elementary Professional Development Center.

Thursday, February 8, 2018

Thursday, March 8, 2018

Thursday, April 12, 2018

Thursday, May 10, 2018

Thursday, June 14, 2018

Thursday, July 12, 2018

Thursday, August 9, 2018

Thursday, September 13, 2018
Thursday, October 11, 2018
Thursday, November 8, 2018
Thursday, December 13, 2018

Ayes: Brett, Pietra, Foy, Vincent, White
Nays: None

Mr. Vincent declared the motion passed

18-04 Moved by G. Pietra, seconded by D. White to consolidate and approve the following organizational items as listed:

- * Establish a Service Fund for board members and appropriate \$7,500 for this purpose
- * Approve bonds in the amount of \$50,000 for the Treasurer and \$20,000 for the Superintendent/Board President
- * Authorize the Treasurer to invest interim inactive funds at the most productive interest rate whenever funds are available and payable to the school district during the 2018 year and through the organizational meeting in 2019
- * Authorize the Treasurer to pay all bills within the limits of the appropriations resolution as bills are received and when the merchandise is received in good and usable condition during the 2018 calendar year and through the organizational meeting in 2019
- * Authorize the Treasurer to secure advances from the County Auditor when funds are available and payable to the school district
- * Approve the use of single signature checks of the General Account and payroll clearing accounts through the organizational meeting of 2019
- * Authorize the Superintendent to act as Purchasing Agent for the school district through the organizational meeting of 2019
- * Authorize the Superintendent to employ such personnel as is needed for emergency situations and authorize payment for work done, at existing rates, if not approved by the Board
- * Authorize the use of Reitz, Paul & Shorr; Squire, Sanders & Dempsey and the Riley Law Firm as legal counsel
- * Authorize the Treasurer to make all necessary modifications within budget accounts to clear the deficit balances; such modifications will be presented for approval by the Board at the next regular meeting.
- * Authorize the Treasurer to make advances from the General Fund
- * Authorize the Superintendent to suspend non-teaching and teaching personnel; provided such suspensions comply with procedures as provided by Ohio law and such suspensions are presented for approval by the Board at the next regular meeting
- * Dispense with reading the minutes at each meeting if they are provided to Board members prior to the meeting at which they will be considered
- * Approve the Record-Courier as the official newspaper of general circulation for legal notices

- * Confirm the existing policies of the James A. Garfield Board of Education are in effect for the 2018 calendar year and through the organizational meeting of 2019
- * Authorize continued membership in the Portage Area Schools Council of Governments Health Insurance Consortium
- * Appoint the Superintendent to serve as a trustee on the Portage Area Schools Consortium to represent the James A. Garfield School District and appoint the Treasurer to act as an alternate
- * Approve mailing Board meeting notices to those who submit stamped, self-addressed envelopes, except the Record-Courier, The Villager and the Community Journal; those to be submitted by email.
- * Approve NEOLA's continuing update service of policies for 2018 at an annual fee of \$3,000 (estimate).
- * Authorize the Superintendent and Treasurer to submit proposals, establish fiscal accounts, receive, appropriate, and transfer funds, and begin program operations for grants and program.
- * Authorize the Superintendent to advertise for bids and to sell property when needed
- * Approve an agreement for calendar year 2018 with University Hospitals for new bus drivers and random drug/alcohol testing, as well as training and on-site services.
- * Approve resolution declaring the emergency levy fund is current operating expenses and the monies received in the emergency levy fund for 2018 will be transferred to the General Fund for expenditure.
- * Approve the Minimal Essential Coverage (MEC) Health Insurance Plan to comply with the Affordable Care Act, effective 1/1/2014
- * Approve resolution authorizing payment of expenses incurred for school related activities:
 WHEREAS, the James A. Garfield Board of Education desires to recognize outstanding service and/or in-service as a benefit to this school district, and
 WHEREAS, the James A. Garfield Board of Education feels it is necessary and desirable to maintain and to promote a positive public image of this school district, and
 WHEREAS, the James A. Garfield Board of Education believes that use of coffee, meals, refreshments and other amenities furthers its public purpose and function by giving recognition to those persons who make worthy contributions internally or who can promote a positive image externally, and
 WHEREAS, Ohio Attorney General Opinions #81-052 and #82-006 speak to the permissive nature of such expenditures of public funds,
 THEREFORE, BE IT RESOLVED that the James A. Garfield Board of Education authorizes the Superintendent to approve and the Treasurer to make such payments within the annual budget set by the Board.
- * Approve donating one family athletic pass to the Garfield All Sports Booster Club, to be raffled
 Ayes: Brett, Pietra, Foy, Vincent, White
 Nays: None
 Mr. Pietra declared the motion passed

The Board President let stand a legislative liaison, a student achievement liaison and a liaison to Garrettsville Village/Township Councils as well as all existing committees.

Current appointees/committees:

David Vincent – Legislative Liaison

Patricia Brett – Student Achievement Liaison

Deral White – Liaison to Garrettsville Village Council/Township Councils

Guy Pietra & Gary Foy (Deral White, alternate) – superintendent's committee for OAPSE Labor Management

Guy Pietra & Patricia Brett (Deral White, alternate) – superintendent’s committee for Labor and Negotiations
Gary Foy & Deral White – superintendent’s committee for Athletic Task Force
Guy Pietra & David Vincent – superintendent’s committee for Policy Review
Gary Foy & Guy Pietra – superintendent’s committee for Finance
Deral White – Transportation Liaison

Treasurer’s Recommendations

18-05 Moved by D. Vincent, seconded by D. White to consolidate and approve the following recommendations, A-C- Item B Removed

- A. Approve the minutes of the regular board meeting of December 14, 2017 and special board meeting of December 22, 2017.
- ~~B. Approve the financial reports for December 2017~~
- C. Approve contract with LLA Therapy effective January 2018; therapy for student educated off site, rates are as follows: \$72.00 per hour for OT, PT and Speech; \$50.00 per hour COTA.

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

18-06 Moved by G. Pietra, seconded by D. Vincent to approve the following budget reserve resolution:

A RESOLUTION TO ESTABLISH A BOARD PRACTICE IN THE INTEREST OF SOUND FISCAL MANAGEMENT TO MAINTAIN A GENERAL FUND CASH BALANCE EQUIVALENT TO 10% OF THE PRIOR FISCAL YEAR GENERAL FUND OPERATING EXPENSES

WHEREAS, the Board declares the interest of sound fiscal management to maintain a General Fund cash balance equivalent to at least 10% of the prior year general fund operating expenses; and

WHEREAS, the Board believes this practice is both prudent and sound fiscal management in the current environment;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the James A. Garfield Board of Education, Portage County, Ohio, that:

Section 1. The Board hereby affirms and declares it to be a financial philosophy of the Board and in the interest of sound fiscal management that the District’s finances be managed to ensure a General Fund cash balance equivalent to at least 10% of the prior fiscal year general fund operating expenses.

Section 2. Promptly upon receiving any indication that such a cash balance may not be achieved at any point within the rolling Five Year Forecast period, the Treasurer shall report such a finding to the Board, along with proposed financial options that the Board may consider.

Section 3. It is hereby found and determined that all formal actions of the Board of Education concerning and relating to the adoption of this resolution were adopted in an open meeting of the Board, and that all deliberations of the Board that resulted in such formal action were in meetings open to the public, when required by law, in full compliance with all legal requirements.

Budget Reserve Calculation

FY 2017 Line 4.50 Total Expenses- \$13,722,081

10%- \$1,372,208.10

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

18-07 Moved by D. Vincent, seconded by G. Pietra to approve the Tax Budget as follows:

WHEREAS school districts must adopt an annual budget for the coming school year (July 1, 2018 through June 30, 2019) by or about January 15, 2018; and

WHEREAS the county budget commission has no authority to either increase or reduce the rate of any voter approved tax levy, although it does have authority and duty to adjust the amounts required from general property tax to conform to the needs demonstrated by the budget (ORC 5705.31 and 5705.341; Baker’s Text, Section 5.04); and

WHEREAS such budget is more of an administrative exercise than of revenue generating significance, in that the January budget is commonly referred to as the asking for budget (vs. the July appropriations measure which actually deals with expected funds); and

WHEREAS the asking for budget document is available to the public to review in the Treasurer's office;

NOW, THEREFORE, BE IT RESOLVED that the budget is approved as presented; and

BE IT FURTHER RESOLVED under the provisions of ORC 5705.30, the Treasurer shall deliver a copy of the approved budget on the prescribed form to the County Auditor on or before 1/20/18.

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

18-08 Moved by G. Pietra, seconded by D. White to recognize organizations of support: the following affiliated student/parent support groups as their existence is for the sole purpose of supporting the students of the James A. Garfield Local School District; organizations included are: James A. Garfield All Sports Boosters, James A. Garfield Band Boosters, James A. Garfield P.T.O., James A. Garfield Middle School Volunteer Parents (MVP's)

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

Superintendent's Recommendations

18-09 Moved by G. Pietra, seconded by D. White to consolidate and approve the following recommendations, A-B

A. Approve an agreement with the ESC of Cuyahoga County to have their Business Advisory Council serve as the BAC for James A. Garfield Schools

B. Approve Alyssa Zupancic as an open enrollment student; she recently moved out of the Garfield District

Ayes: Brett, Pietra, Foy, Vincent, White

Nays: None

Mr. Pietra declared the motion passed

President Pietra asked for a motion to adjourn, moved by D. Vincent, seconded by G. Pietra. All were in favor and this meeting adjourned at 7:26 p.m.

Guy V. Pietra, President

Date

Tracy L. Knauer, Treasurer